

DEPARTMENT OF THE NAVY
MORALE, WELFARE AND RECREATION DEPARTMENT
PSC 812 BOX 3390, FPO AE 09627

VACANCY ANNOUNCEMENT: LOCAL NATIONAL (LN) POSITION

ANNOUNCEMENT #: NLN-12-010
POSITION: HUMAN RESOURCES ASSISTANT, UA-0203-06/05
SALARY RANGE: UA-06: €1,914.89 - €2,105.23 per month plus applicable allowances
UA-05: €1,996.60 - €2,206.87 per month plus applicable allowances
OPENING DATE: 14 MAY 2012
CLOSING DATE: 18 MAY 2012
LOCATION: MORALE, WELFARE AND RECREATION (MWR) DEPARTMENT, NON-APPROPRIATED
FUND (NAF) PERSONNEL OFFICE, US NAVAL AIR STATION, SIGONELLA, ITALY

NOTES:

1. THIS IS A PERMANENT FULL-TIME POSITION THAT MAY BE FILLED AT THE HIGHER OR LOWER LEVEL. IF FILLED AT THE LOWER LEVEL, INCUMBENT MAY BE NON-COMPETITIVELY PROMOTED TO THE FULL PERFORMANCE LEVEL UPON MEETING ELIGIBILITY AND QUALIFICATION REQUIREMENTS.
2. SELECTED CANDIDATE MAY BE REQUIRED TO PASS A PHYSICAL EXAMINATION AS A CONDITION OF EMPLOYMENT.
3. REGULAR WORK SCHEDULE IS MONDAY THROUGH FRIDAY, 0730 - 1600.
4. APPLICANTS MUST BE ABLE TO READ, WRITE AND SPEAK FLUENTLY IN BOTH ENGLISH AND ITALIAN. **APPLICATIONS MUST BE SUBMITTED IN ENGLISH.**
5. PLEASE READ THE INSTRUCTIONS ON THE REVERSE SIDE OF THIS ANNOUNCEMENT BEFORE COMPLETING AND SUBMITTING YOUR APPLICATION.

HOW TO APPLY:

Applicants may submit their job application at the MWR NAF PERSONNEL OFFICE (NAS I SIGONELLA, BLDG 202), by FAX at 095-560526 or by E-MAIL to sign92.mwrjobs@eu.navy.mil For any additional information please call (095) 560509 or DSN 624-0509.

AREA OF CONSIDERATION:

Current permanent LN employees of the Morale, Welfare and Recreation Department.

DESCRIPTION OF DUTIES:

Performs clerical and technical support work in a variety of personnel and payroll functions involving NAF US and LN employees serviced by the NAF Human Resources Office of the MWR Department. Receives visitors and phone calls, answers inquiries on personnel matters and provides information. Develops and posts vacancy announcements. Receives and downloads job applications, determines eligibility of candidates, rates applicants, refers qualified candidates to selecting officials and makes job offers. In-processes new employees. Assists with injury-on-the-job claims and with the administration of the performance appraisal and benefits programs. Processes personnel actions for all NAF employees. Extracts and gathers data from files and automated systems. Acts as the primary point of contact for payroll issues involving US and LN employees. Receives and verifies timecards and attached documentation, maintains pay records and provides training to supervisors or delegated employees on the timekeeping computerized system. Performs other related duties as assigned.

QUALIFICATION REQUIREMENTS:

UA-06: One (1) year of general experience OR two (2) years of education above the fourth year of high school.

UA-05: One (1) year of specialized experience equivalent to at least UA-06 grade level OR four (4) years of education above the fourth year of high school.

General Experience is progressively responsible clerical, office, or other work that indicates ability to acquire the particular knowledge and skills needed to perform the duties of this position.

Specialized Experience is experience typically in or related to the work of this position.

To receive credit for work experience and education YOU MUST ATTACH copies of personnel actions, certificates, work book, diploma, college transcripts (Libretto Universitario or certificati universitari attestanti gli esami superati) or other evidence to your application.

Applicants' experience will be evaluated in conjunction with the following knowledge, skills and abilities:

1. Knowledge of regulations and procedures required to perform the full range of personnel support tasks.
2. Knowledge of office file arrangement and ability to maintain records.
3. Knowledge of formats, punctuation, spelling and grammar.
4. Knowledge of payroll rules, regulations and procedures to verify accuracy of timecards and pay records.
5. Ability to use a personal computer and software programs.
6. Ability to operate a variety of office equipment, including a fax, a calculator and a scanner.
7. Ability to speak in front of small groups of people.
8. Skill in basic mathematics.

THE DEPARTMENT OF THE NAVY IS AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER. ALL QUALIFIED CANDIDATES WILL RECEIVE CONSIDERATION WITHOUT REGARD TO RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, AGE, DISABILITY, MARITAL STATUS, POLITICAL AFFILIATION, SEXUAL ORIENTATION OR ANY OTHER NON-MERIT FACTOR.